

Model Community Guidelines Copy Shop

1. Practice waste reduction, reuse and recycling:
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Educate employees about the in-house and community recycling programs
 - Reuse scrap paper (e.g. Make into note pads)
 - Purchase supplies in bulk where possible and consistent with inventory turnover
 - Recycle toner cartridges for copy machine or printer
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
2. Promote the use of recycled paper:
 - Provide paper with recycled content for the use in full-service and self-service machines
 - Provide in store educational displays for customers advertising the availability of recycled paper and the benefits of using it
 - Provide recycled paper at no additional cost to the consumer
 - Provide recycled paper made from the highest percentage of post consumer waste available
3. Promote waste reduction:
 - Through educational displays, promote double-sided photocopying as a waste reduction technique
 - Encourage customers to copy only what they need to avoid waste
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Encourage employees to share magazines and newspaper subscriptions
 - Request that suppliers/manufacturers use as much recycled content in packaging as possible
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Advertise the double-sided copying discount and the benefits of double-sided copying
 - Minimize use and seek out alternatives to toxins (such as cleaners)